

Section C - Description/Specifications/Statement of Work

SECTION C DESCRIPTIONS AND SPECIFICATIONS

Technical Department Support Services for Naval Surface Warfare Center, Port Hueneme Division

1. Scope

The purpose of this task order is to acquire Support Services for Naval Surface Warfare Center, Port Hueneme Division (NSWC PHD) operations.

The contractor will provide for a full range of professional services in the areas of: clerical and administrative support, supply and material management support, customer support, financial program management support, and technical library support.

2. Applicable Documents

Task Order performance shall be governed by all applicable statute, regulation, and policy. Applicable statute, regulation, and policy includes, but is not limited to, the following:

2.1 Department of Defense Documents

DoD Issuances may be located at: <https://www.esd.whs.mil/Directives/issuances>.

DoD 1000.13M, Volume 1	DoD Identification (ID) Cards: ID Card Life-Cycle	23 Jan 2014
DoD 1000.13M, Volume 2	DoD Identification (ID) Cards: Benefits for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals	21 Jan 2014
DoD 5000.64	Accountability and Management of DoD Equipment and Other Accountable Property	
DoD 5200.01M, Volume 1	DoD Information Security Program: Overview, Classification, And Declassification	05 May 2018
DoD 5200.01M, Volume 2	DoD Information Security Program: Marking Of Classified Information	19 Mar 2013
DoD 5200.01M, Volume 3	DoD Information Security Program: Protection Of Classified Information	19 Mar 2013
DoD 5200.01M, Volume 4	DoD Information Security Program: Controlled Unclassified Information (CUI)	09 May 2018
DoD 5200.2-R	Personnel Security Program	23 Feb 1996
DoD 5200.08-R	Physical Security Program	27 May 2009
DoDI 5200.46	DoD Investigative and Adjudicative Guidance for Issuing the Common Access Card (CAC)	09 Sep 2014
DoDD 5205.02E	DoD Operations Security (OPSEC) Program	20 Jul 2012
DoDD 5220.6 Change 4 (CH 4)	Defense Industrial Personnel Security Clearance Review Program	20 Apr 1999

DoDI 5220.22	National Industrial Security Program (NISP)	01 May 2018
DoD 5220.22M	National Industrial Security Program Operating Manual	18 May 2016
DoD 5400.11	DoD Privacy Program	29 Oct 2014

2.1.1. Department of Defense Standards and Manuals

Navy issuances may be located at: <https://www.secnav.navy.mil/doni/allinstructions.aspx>. NSWC PHD specific issuances are provided as Government-furnished information.

2.2.1 Department of Defense Memoranda

OSD DA&M Memo	Safeguarding Against and Reporting to the Breach of Personally	22 May 2007
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2.3 Department of Navy and Naval Sea Systems Command Documents

Navy issuances may be located at: <https://www.secnav.navy.mil/doni/allinstructions.aspx>. NSWC PHD specific issuances are provided as Government-furnished information.

NSWCPHDINST 5100.5C	Smoking and Tobacco Use	03 Nov 2017
SECNAV M-5210.1	Department of the Navy (DON) Records Management Program	01 Jan 2012
SECNAV M-5216.7	Department of Navy Correspondence Manual	30 Jun 2015
SECNAV M-5210.2	Subject Identification Codes (SSICs)	01 Jul 2012
SECNAVINST 5211.5e	DON Privacy Program	28 Dec 2005
SECNAV M-5216.5	Department of the Navy Correspondence Manual	
NSWCPHDINST 5500.5B	Financial Liability for Lost, Damaged, Destroyed, or Stolen Property	03 Nov 2017
NSWCPHDINST 5510.1	Classified Information Systems Removable Media Policy	14 June 2018
NSWCPHDINST 5510.4C	Security Manual	14 Aug 2018
NSWCPHDINST 5510.6	Guidance on Non-Navy Marine Corps Intranet Portable Electronic Devices	20 Feb 2013
NSWCPHDINST 5510.8	Insider Threat Plan	14 Jan 2019
SECNAV M-5510.30	DON Personnel Security Program	01 Jun 2006
SECNAVINST 5510.36	DON Information Security Program (ISP) Regulation	06 Oct 2006
SECNAV M-5510.36	DON ISP	01 Jun 2006
OPNAVINST 5100.23G w CH-1	Navy Safety and Occupational Health Program Manual	21 Jul 2011
OPNAVINST 11320.23	Navy Fire and Emergency Services Program	04 Feb 2013

S0005-AA-PRO-010	NAVSEA Technical Manual Management Program Operations and Life Cycle Support Procedures	18 Jul 2011
Navy Telecommunications Directive (NTD) 03-06, Serial C	Mandatory Reporting Requirements Associated with Electronic Spillages of Classified Information	01 May 2006
NAVSO P-3683	Navy and Marine Corps PDREP Manual	22 Apr 2013
NSWCPHDINST F3121.1C	Continuity of Operations Plan	10 Sep 2018
NSWCPHDINST 3301.1B	Emergency Operations Center	8 Nov 2017
SECNAVINST 4855.3	Product Data Reporting & Evaluation Program	27 Jun 2014

2.4 Other Government Documents

5 U.S.C. 552a (as amended)	Privacy Act of 1974	31 Dec 1974
Executive Order 12968	Access to Classified Information	02 Aug 1995
Executive Order 13467 (as amended)	Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information	29 Sep 2016
Executive Order 13526	Classified National Security Information	29 Dec 2009
Executive Order 13556	Controlled Unclassified Information (CUI)	04 Nov 2010
Federal Information Processing Standards (FIPS) Publication 201-2	Personal Identity Verification (PIV) of Federal Employees and Contractors	01 Aug 2013

2.5. Contract Data Requirements List

The contractor shall provide deliverables as described in this Statement of Work (SOW).

CDRL	TITLE	SUBTITLE	DID
A001	CONTRACTING OFFICER'S MANAGEMENT REPORT	Tech Accomplishments & Expenditure Report	DI-MGMT-81864A
A002	CONTRACTOR'S FUNDS AND MAN-HOUR EXPENDITURE REPORTS	eCRAFT	DI-FNCL-80331A
A003	CONTRACTOR'S PERSONNEL ROSTER	Contractor's Personnel Roster and Security Listing	DI-MGMT-8025A
A004	CONTRACTOR'S PERSONNEL ROSTER	Emergency Muster Report	DI-MGMT-81834A
A005	ARTICLE FOR PUBLICATION	Newsletters	DI-TMSS-81396
A006	CONFERENCE AGENDA	Agenda	DI-ADMN-81249B
A007	MEETING MINUTES		DI-ADMN-81505

A008	REPORT OF TRAVEL	Trip/Travel Report	DI-MISC-81943
A009	TECHNICAL REPORT – STUDY/SERVICES	Recommendations	DI-MISC-80508B
A010	PRESENTATION MATERIAL	Presentation & Program Reviews	DI-ADMN-81373
A011	FUNDS AND MAN-HOURS EXPENDITURE REPORT	Branch Financial Report	DI-FNCL-80331A
A012	TECHNICAL REPORT – STUDY SERVICES	Tech Receipt & Material	DI-MISC-80508B
A013	TECHNICAL REPORT-STUDY SERVICES	Classified Data Spill	DI-MISC-80508B
A014	FUNDS & MAN-HOURS EXPENDITURE REPORT	Special Financial Report	DI-FNCL-80331A
A015	TECHNICAL REPORT-STUDY/ SERVICES	Sponsor Prg. Mgr. Report	DI-MISC-80508B
A016	SOFTWARE TEST REPORT		
A017	TECHNICAL REPORT-STUDY SERVICES	Depart Exec Board	DI-MGMT-80508B
A018	HAZARDOUS WASTE REPORT		DI-MGMT-80899
A019	ACCIDENT/INCIDENT REPORT		DI-SAFT-81563
A020	STATUS REPORT	Qrtly Training Report	DI-MGMT-80368A
A021	TECHNICAL REPORT-STUDY SERVICES	Emergency Action Plan	DI-MISC-80508B
A022	CYBER SECURITY WORK- FORCE REPORT	Monthly Status Report	DI-MGMT-82160

2.6. Government Furnished Information

There is no Government Furnished Information that will be provided for this Task Order.

3. Requirements

3.1. General Requirements

3.1.1. Classification, Place of Performance, and Period of Performance

Performance of this Task Order may require access to classified information up and including SECRET. Details on contract security requirements are attached as Attachment J-2 Contract Security Classification.

Contractor personnel shall be located at NSWC PHD in Port Hueneme, California. Other locations within the continental United States where contractor personnel may perform temporary travel duties include but not limited to Norfolk, Virginia; San Diego, California; Mayport, Florida; Pearl Harbor, Hawaii; Kauai, Hawaii. Performance may also be rendered at other locations at the specific direction of the Contracting Officer.

3.1.2 Non-Personal Services

If the contractor believes that any actions constitute or are perceived to constitute personal services, it shall be the contractor's responsibility to notify the Contracting Officer immediately.

3.1.3 Required Meetings and Reviews

3.1.3.1. Post Award Meeting

The contractor shall host a post award meeting in accordance with contractual requirements. The contractor shall deliver a meeting agenda in accordance with CDRL A006 and meeting minutes in accordance with CDRL A007.

3.1.3.2 Quarterly Program Reviews (QPR)

The contractor shall host program reviews on a quarterly basis at NSWC PHD's Naval Base Ventura County campus. The purpose of the QPR is to review the status of contract execution. The contractor shall deliver a meeting agenda in accordance with CDRL A006 and meeting minutes in accordance with CDRL A007.

3.1.4 Electronic Cost Reporting and Financial Tracking System

Electronic Cost Reporting and Financial Tracking (eCRAFT) reporting is a requirement of this contract, and shall be completed in accordance with CDRL A002 and contract text as identified in the RFP.

3.1.5 Enterprise-Wide Contractor Manpower Reporting Application Reporting

Enterprise-Wide Contractor Manpower Reporting Application (eCMRA) reporting is a requirement of this contract and shall be completed in accordance with contract text as identified in the RFP.

3.1.6 Contractor Program Management

The contractor shall establish clear organizational lines of authority and responsibility to ensure effective management of the resources assigned to the requirement; and must maintain continuity of operations at all times.

The contractor shall establish processes and successfully integrate and coordinate all activity required to effectively execute the requirements in the SOW. The contractor shall respond to Government requests in a timely manner. The contractor shall maintain a single point of contact for management of all efforts.

The contractor shall accomplish assigned work by employing and utilizing qualified personnel with necessary combinations of education, training, and experience. The contractor shall provide initial and refresher training to meet the SOW requirements and ensure contractor employees are up-to-date with training requirements.

Prior to any labor hours being charged under this Task Order, the contractor shall ensure their personnel (including administrative and Subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for the access required by this task order.

3.1.7. Contract Data Requirements

The contractor shall adhere to all contract data requirements detailed in Exhibit A. The contractor shall complete the Contracting Officer's Management Report in accordance with CDRL A001.

3.1.8 The Contractor shall prepare trip reports for all services provided under SOW Tasking Details 3.2. (CDRL A008)

3.1.9 The Contractor shall prepare a HAZMAT/HAZWASTE report for services provided under SOW Tasking Details 3.2. (CDRL A018)

3.1.10 The Contractor shall prepare an accident/incident report for services provided under SOW Tasking Details 3.2. (CDRL A019)

3.1.11 The Contractor shall prepare a quarterly training and access report for services provided under SOW Tasking Details 3.2. (CDRL A020)

3.1.12 The Contractor shall prepare an emergency action plan for services provided under SOW Tasking Details 3.2. (CDRL A021)

3.1.13 The Contractor shall report monthly on Cyber Security Workforce services provided under the SOW Tasking Details 3.2. (CDRL A022)

3.2 Tasking Details

The following section details the specific requirements for the task order.

3.2.1 Clerical and Administrative Support

3.2.1.1. The contractor shall perform routine clerical and administrative duties for various NSW PHD. The contractor shall provide a variety of clerical and administrative support necessary to run an organization efficiently. This support may include: answering telephones, taking messages, or transferring calls; scheduling appointments and updating event calendars; arranging and supporting meetings; handling incoming and outgoing mail and faxes; preparing memos, invoices, or other reports; editing documents; maintaining databases and filing systems, whether electronic or paper; and performing basic bookkeeping.

3.2.1.2. The contractor shall arrange and support meetings upon request, to include: (a) notification of attendees; (b) preparation, organization, and distribution of meeting materials, including but not limited to rosters, agendas, course materials, and other documentation. The contractor may be asked to take minutes of conducted meetings, and provide completed minutes —edited for clarity as determined appropriate by the Government—to meeting attendees. (CDRL A007)

3.2.1.3. The contractor shall support development and maintenance of command instructions, policies, agreements, and memorandums of agreement/understanding. The contractor shall support the gathering and presentation of data in response to data requests (Data Calls) from internal and external stakeholders.

3.2.1.4. The contractor shall possess and exhibit subject matter expertise in presentation of data using various media. This may include both design and creation of presentations utilizing Microsoft Office or other presentation software tools; as well as design and creation of printed presentation materials and documents. (CDRL A010)

3.2.1.5. The contractor shall support the development, conduct, and reporting of organizational and functional surveys and other assessments.

3.2.1.6. The contractor shall support the development, conduct, and reporting of employee recognition and award documentation packages.

3.2.1.7. The contractor shall support records management and classification activities to ensure Government information is accurately handled, correctly sanitized, archived, and digitized according to governing policies and regulations.

a. This support may include high-level administrative support for senior-level NSW PHD (e.g. Commanding Officer and Technical Director) personnel. This support often includes handling of more complex responsibilities, such as supporting strategic planning activities, reviewing incoming documents, conducting research, and preparing reports.

b. This effort may include support of the NSW PHD Security Department, to include dispositioning requests for security clearance verification utilizing information systems maintained specifically for that purpose (e.g. Database Joint Personnel Adjudication System (JPAS)).

c. The Isolated Personnel Report (ISOPREP) and the access control contractor employee will need access to databases and systems that are not related to clearance verification. These systems include: the velocity system (access control); reviewing Individual Antiterrorism Plan (IATP) on the Non-classified Internet Protocol Router Network (NIPRnet); and the ISOPREP entry on PRMS (Personnel Recovery Mission Software) system on the Secret Internet Protocol Router Network (SIPRNET).

d. The individual doing ISOPREP will need to be able to read, understand and assess threats that affect our foreign travelers. They facilitate, monitor and ensure completion of all foreign travel requirements.

e. This effort may include support of continuous process improvement and strategic planning activities to include documentation development, implementation, maintenance, and lean six sigma activities.

f. This effort may include support of Quality Management Program activities to include documentation development, implementation, and maintenance.

3.2.2 Supply and Material Management Support

3.2.2.1 The Contractor shall provide support to NSW PHD procurement actions and processing. The contractor shall review submitted procurement requests, conduct and document Market Research, recommend supply sources, and process purchase requests in accordance with established standards.

3.2.2.2 The Contractor shall assist market research utilizing both DoD and commercial tools, including: agency inventories, Federal Prison Industries, Inc., the Committee for Purchase From People Who Are Blind or Severely Disabled, the General Services Administration, the Defense Logistics Agency, DoD FedMall, and IHS Markit. The Contractor shall ensure all actions are compliant with statute and regulation, and are appropriate to each particular purchase type. The Contractor shall support the procurement process at NSWC PHD through the entry of data into information systems utilized for the satisfaction of requirements. The Contractor shall research, request, and document Unique Material Master (UMM) identification numbers for all material not found in U.S. Navy supply system.

3.2.2.3 The Contractor shall track status of all assigned actions through entire Navy Enterprise Resource Planning (N-ERP) and NSWC PHD PRT workflow process by checking database for updates. The Contractor shall promptly respond to inquiries regarding all assigned tasks.

3.2.2.4 The Contractor shall survey Product Data Reporting and Evaluating Program (PDREP) material received, and draft the Technical Receipt Inspection (TRI) and Material Inspection Reports into the PDREP Database for all applicable materials. The Contractor shall never complete inspection or acceptance of supplies or services acquired by the Government.

3.2.2.5 Maintain inventory accuracy of all material and supplies using N-ERP and maintain accountable documentation. Inventory accuracy will be maintained in accordance with Navy instruction and Policy.

3.2.2.6 Support operational inventory validity goals by using government furnished Standard Operating Procedures (SOPs) and guidance to conduct a continuous physical inventory program using N-ERP procedures for on-hand material. Quantities of material vary dependent of the location and size of facility. Accurately conduct physical inventory of on-hand material in accordance with Navy Instruction and Policy to validate all material stored is correctly accounted for and documented in N-ERP.

3.2.2.7 Conduct material research, screening, cataloging, identification and disposition. Personnel shall use various research tools (i.e. FEDLOG/HAYSTACK) and material identification publications to identify material including descriptions, shelf life, deterioration codes, or other data. Identification is to primarily determine stock number or manufacturer's part number in order to determine proper disposition of materials. The contractor will provide adequate research, screening, cataloging, identification and disposition to meet customer's timeline.

3.2.2.8 Perform all efforts related to the maintenance of proper storage and care of material in storage. Includes re-warehousing, rotating supplies, managing shelf life requirements and serial numbered material, maintenance of temporary stock location records, applications of floor markings, and assembly, installation and maintenance of storage aids including racks, bins, pallets, etc. Maintain a working environment that is generally clean and free of debris.

3.2.2.9 The Contractor shall segregate and process material identified for disposal using various government database platforms. Coordinate with the Warfare Center disposal personnel using Defense Logistics Agency (DLA) Electronic Turn-in Document system (ETID). Material identified for disposal shall be entered into DLA Account Managing Provisioning System (AMPS).

Materials are disposed of in accordance with all Government regulations. Paperwork is complete and accurate.

3.2.2.10 Research, collect, and populate DD-1149 forms in preparation for outbound shipment requirements in accordance with all Government regulations.

3.2.2.11 Assist in developing and implementing records management program for filing, protection and retrieval of records. Conduct the analysis and provide statistical information on N-ERP transactions to include the tracking of product shipments, received, returns, transferred, and inventory. Provide statistical data and analysis findings. Perform analysis of data to ensure OM&S support requirements are being met. Assist in the preparation of written reports and prepare executive level presentation to report statuses, and recommendations.

3.2.2.12 The Contractor shall apply knowledge and experience in acquisition program management philosophy, policies, and procedures to Operating Materials and Supplies throughout their life cycle. Provide support for the development, implementation, and control of contractual, financial, and technical aspects of the OM&S program. Prepare briefings, studies, and other analysis for presentation to management officials and stakeholders. (CDRL A010)

3.2.3 Customer Support Services

3.2.3.1 The Contractor shall develop all modules using Government Furnished Microsoft SQL Server, Microsoft Internet Information Services, ASP.NET, Microsoft Visual Basic.NET, and Infragistics Net Advantage custom controls. All applications/modules will utilize software engineering principles to include configuration management, software quality, and cost estimation.

3.2.3.2 The Contractor shall develop new module requirements documentation based on interviews with stakeholders. (CDRL A009)

3.2.3.3 The Contractor shall prepare and provide the Cyber Security Workforce (CSWF) Report. CSWF training, certification, and categorization information shall be collected, and consolidated to report for tracking purposes, for each individual performing tasking on this task order. The contractor/preparer shall verify all data reported is valid. (CDRL A022)

3.2.3.4 The Contractor shall prepare documentation for all source code, develop and maintain data dictionaries, and apply version control in test and production versions of modules. (CDRL A016)

3.2.3.5 The Contractor shall prepare recommended alternative applications if efficiency and cost savings can be realized. (CDRL A009)

3.2.3.6 The Contractor shall research new and developing technology initiatives related to Combat System issue tracking fleet assistance programs and business application programs.

a. The Contractor shall provide recommendations for use of new technology. (CDRL A009)

3.2.3.7 The Contractor shall provide technical and programmatic support of Navy Marine Corp Intranet (NMCI) fielding and Legacy IT systems support. The Contractor shall stay apprised of NMCI day-to-day operations by monitoring the NMCI Homeport website and through feedback from NSWC PHD employees.

3.2.3.8 The Contractor shall research, document and report classified data spills within NSWC PHD Departments. (CDRL A013)

a. The Contractor shall provide interface support for NMCI operations oversight including but not limited to technical support for software and system testing and certification within the NMCI network and NMCI database maintenance.

b. The Contractor shall investigate wide scale network issues/impacts and disseminate issue/impacts by ISSO.

c. The Contractor shall maintain the NMCI Enterprise Tool (NET) ordering system and database. Maintenance includes querying and modifying individual NMCI asset records within the database, determining accuracy, and correcting deficiencies. Approximately 75 records per month will require modification.

c1. The Contractor shall provide technical and programmatic support of OCONUS Navy Enterprise Network (ONE-NET) fielding and Legacy IT systems support.

c2. The Contractor shall prepare technical specifications, drawings, or supporting documentation to move, add or change software, hardware or services on Government furnished NMCI computers. (CDRL A009)

3.2.3.9 The Contractor shall be responsible for confirming with the Information System Security Manager (ISSM) and Chief Information Officer (CIO) that an accreditation package has met all of the requirements before releasing it to higher authority.

3.2.3.10 The Contractor shall review, and maintain accreditation of NSWC PHD Department's unclassified and classified networks.

a. The Contractor shall provide DoD Information Assurance Certification and Accreditation Process Risk Management Framework (RMF) expertise to perform functions during the RMF process.

b. The Contractor shall work with Command personnel to assist NSWC PHD systems through the accreditation process.

3.2.3.11 The Contractor shall coordinate and attend meetings to support discussions of Cybersecurity issues. A Government designated representative will chair these meetings and the Contractor shall document each meeting by

formal minutes. (CDRL A007)

3.2.3.12 The Contractor shall develop and present technical and nontechnical presentations to NSW PHD employees and all levels of management. (CDRL A010)

- Technical: The contractor shall receive from the Government the rough draft technical presentation material, including program execution information, and shall render it into the proper format, editing it for non-technical errors such as misspellings and obvious omissions, and prepare deliverables. (CDRL A010)

- Non-Technical Financial-Programmatic: The contractor shall develop, prepare, format and present to NSW PHD employees training material on financial products and services; and develop, prepare and present to NSW PHD management presentations on Department financial results, financial management efforts, and recommendations for action. (CDRL A010)

3.2.3.13 The Contractor shall ensure that all Unclassified and Classified Naval messages (high priority, “action” or critical) are brought promptly to the attention of the cognizant technical code and verify their receipt by electronic or other means, to include telephonic or personal contact if necessary to ensure timely awareness of Fleet requirements by the technical or management personnel responsible for their resolution. Classified messages shall be obtained using Secure Internet Protocol Router Network (SIPRNET).

3.2.3.14 The Contractor shall electronically maintain a report showing ongoing fleet issues until resolution.

3.2.3.15 The Contractor shall prepare periodic presentations for NSW PHD management personnel showing current fleet issues and their status. (CDRL A010)

3.2.3.16 The Contractor shall electronically maintain current ship deployment schedules obtained via SIPRNET.

3.2.3.17 The Contractor shall set-up, participate and monitor communications via secure teleconference (audio or video) using all available COMSEC” furnished telecommunications equipment and facilities for combat systems readiness issues and resolution. Examples include but are not limited to the following: Classified Video Teleconference (CVTC), Secure Terminal Equipment (STE) telephone and Voice Over Internet Protocol (VoIP).

3.2.3.18 The Contractor shall provide website maintenance (develop and maintain content), database updates and generation of metrics on topics of management interest.

3.2.3.19 The Contractor shall coordinate and prepare NSW PHD Executive Board reports, weekly status reports, and track NSW PHD action items. (CDRL A017)

a. The Contractor shall modify and maintain various installation and engineering event schedules and calendars.

3.2.3.20 The Contractor shall enter Technical Receipt Inspection and Material Inspection Reports into the PDREP Database for all applicable materials.

a. The Contractor shall generate metrics of PDREP. (CDRL A012)

b. The Contractor shall assist with the Product Quality Discrepancy Reports (PQDRs) and Supply Discrepancy Reports (SDRs). (CDRL A012)

3.2.3.21 The Contractor shall develop and publish newsletters, including ensuring accuracy of articles, text and graphic layout and preparation for hard copy printing and distribution in support of NSW PHD. This includes but is not limited to the development, aggregation, and dissemination of technical information through the organization’s communication channels, the preparation of instruction manuals, how-to guides, journal articles, and other supporting documents to communicate complex and technical information more easily. (CDRL A005)

a. The Contractor shall prepare electronic versions to websites concurrent with newsletter hard copy distribution in support of NSW PHD. (CDRL A005)

3.2.3.22 The Contractor shall provide NSW PHD website/social media communications and Portal content management services. This includes but is not limited to research, design, production and maintenance of all website content; maintain user groups (roles and permissions) of all personnel that are approved by the Government to access portal content.

3.2.3.23 The Contractor shall provide multimedia presentation design, preparation, production, and set-up services for NSWC PHD meetings and reviews. This includes but is not limited to development of written content using associated style press as primary style guide content for various types of media, including omnibus advertisements, newsletters, feature articles, press releases, video scripts, emcee scripts, books, magazines, movie play, television scripts, speech writing, blogs, and webpage design, development, upgrade, and maintenance.

3.2.3.24 The Contractor shall receive presentation content from technical and non-technical subject matter experts, edit and prepare in Government provided format, and create multimedia presentations in accordance with NSWC PHD internal/external release authority. (CDRL A010)

a. The Contractor shall provide subject matter expertise support and advice to NSWC PHD with marketing and branding campaign efforts. This includes but is not limited to generating graphics, presentation coordination, attendance control, signage, minutes, action items, lessons learned, operations set up at all NSWC PHD Command meetings, conferences, symposiums, program, technical, financial reviews, community relations and outreach programs, and job and career hiring campaigns and fairs in accordance with NSWC PHD internal/external release authority. (CDRL A007; A010)

3.2.3.25 The Contractor shall maintain and operate all NSWC PHD conference rooms to include all available COMSEC furnished telecommunications equipment and facilities for combat systems readiness issues and resolution. Examples such as but not limited to the following COMSEC: Classified Video Teleconference (CVTC), Secure Terminal Equipment (STE) telephone and Voice over Internet Protocol (VoIP).

3.2.3.26 The Contractor shall maintain, upgrade, retrofit, renovate, repair or replace CVTC/VTC and Audio/Visual components in all conference and meeting rooms provided by the Government intended for print, radio and television production and broadcasting spaces/rooms. The requirement refers to each room, its installed and mobile equipment, hardware, software, and such audiovisual and video/radio/audio editing computer equipment and or components, to include telecommunications, video/photojournalism equipment/components, and display monitors/components installed either temporarily or permanently in such rooms during the period of performance of this requirement.

3.2.3.27 The Contractor shall, as required, provide support with protocol matters involving planning, developing, managing, executing in all areas of the command protocol program to include conferences, ceremonies, briefings, official and social functions, to include both high level foreign and domestic visits. The Contractor shall, as required, support NSWC PHD with event management, planning, and oversight of all transportation requirements, venue, hotel accommodations, mission briefings, and tours for all guests, including the interface with the Department of Defense and other agencies; planning and coordinating the organization's activities, ensuring protocol complies with legal and regulatory requirements and meets customer needs; developing proposed itineraries, arrange for transportation, lodging reservations, entertainment, briefings, courtesy calls, tours and numerous other actions; flag officer administrative support, ceremonial and protocol policy and procedural guidance for leadership and other applicable personnel concerning requirements for visiting dignitaries, military ceremonies, official meetings, etc.; regulations and procedures affecting Official Representation Funds (ORF) and Special Morale and Welfare (SM&W) funds and skill in applying basic resource, budget and funds management.

3.2.3.28 The Contractor shall provide support for extended hour tasking for specific events generally occurring January (beginning of calendar year), September (end of fiscal year), and October (beginning of fiscal year) in support of NSWC PHD. Government will provide advance notice as appropriate.

3.2.4 Financial Program Management Support Services

Financial services provided under this requirement shall utilize NSWC PHD Command financial accounting software applications, including but not limited to N-ERP, Enterprise Data Warehouse (EDW), COGNOS, and the standard Microsoft Office Suite. Use shall not be made of applications that are not authorized for use on NMCI-compliant information systems. The Contractor shall apply industry-recognized and Navy-applicable techniques to all financial analysis and process improvement efforts for (1) the identification, evaluation, analysis, resolution, and implementation of a range of budgeting and programming problems such as the development of alternative methods of funding; (2) accomplishing a task or specific function; (3) formulation of budget estimates for programs where substantial re-budgeting and reprogramming is required each year; and (4) where programming reallocation is required throughout the fiscal year due to program fluctuations. Solutions, analyses, and decision recommendations shall comply with the program goals, objectives, work methods and functions of the NSWC PHD as well as higher Sponsor and Program-levels organizations. The Contractor shall provide financial and program support services that comply with and be integrated into the NAVSEA, NSWC, & NSWC PHD financial, budgetary and program management systems and practices, involving the detailed use of established business practices and

approved software applications. Variations from these practices and applications may be allowed at the discretion of the Government on a case-by-case exception basis only, due to compliance requirements established by higher authority.

Absent specific statutory, regulatory or policy constraints, the Contractor shall apply Government accepted Accounting Principles and NSW PHD command implemented business rules for using management information systems, office automation techniques, developing and implementing new automated systems for control and support of interrelated program operations. This includes the use of industry-standard and commonly-accepted statistical, accounting, budget and economic principles and techniques.

3.2.4.1 The contractor is responsible for ensuring all N-ERP system training requirements are met.

3.2.4.2 The contractor shall process and integrate data into N-ERP.

3.2.4.3 The contractor shall provide and perform corrective functions in the area of unmatched disbursements, research and validate accounting obligations, and reconcile financial data within various financial systems of record.

3.2.4.4 The contractor shall provide support in the processing of incoming and outgoing funding documentation.

3.2.4.5 The contractor shall review and analyze incoming sponsor funding documentation.

3.2.4.6 The contractor shall complete the close out-processing of funding documentation after the administration of final billing has transpired.

3.2.4.7 The contractor shall maintain spreadsheets for the pre-validation of cash disbursements.

3.2.4.8 The contractor shall verify the accuracy of accounting documents such as funding documents, vouchers, invoices, and identify the appropriate course of action to resolve issues or discrepancies.

3.2.4.9 The contractor shall verify the accuracy of accounting data within the business/financial system.

3.2.4.10 The contractor shall provide functional and technical support for standard financial reports and respond to customer inquiries in a timely manner.

3.2.4.11 The contractor shall coordinate with department and office personnel in the gathering and review of supporting documents required for the management of funds.

3.2.4.12 The contractor shall execute, validate and resolve issues identified in N-ERP Time and Attendance reports.

3.2.4.13 The contractor shall develop Ad-hoc queries related to financial data calls involving Enterprise Data Extracts, N-ERP Reports and other financial reports.

3.2.4.14 The contractor shall provide functional and data analysis support in requirements analysis and proof of concept in emerging business report requirements.

3.2.4.15 The Contractor shall provide financial services including accounting, budgeting, and financial reporting over the financial resources of the organization.

3.2.4.16 The Contractor shall collect, analyze and consolidate financial and management data to interpret the composite financial results and disseminate to all levels of NSW PHD management.

3.2.4.17 The Contractor shall review financial transactions to ensure fund propriety, correlation to approved financial plans, function and expense element propriety.

3.2.4.18 The Contractor shall review, make recommendations, and support the development of financial policies, procedures, and objectives. (CDRL A009)

3.2.4.19 The Contractor shall prepare financial spreadsheets and verbal reports based on Government provided data to management for effective evaluation of program operations and milestones.

3.2.4.20 The Contractor shall analyze, extract, summarize, and identify significant trends and issues from the financial spreadsheets. (CDRL A015)

3.2.4.21 The Contractor shall forecast and estimate project requirements and prepare programmatic reports, justifications, charts, graphs, statistical and narrative data, and similar financial products for top-level presentations and briefings. (CDRL A010)

3.2.4.22 The Contractor shall develop, format, coordinate Financial Reports. (CDRL A015)

3.2.4.23 The Contractor shall support the analysis of prior, current, and projected expenditures and review current commitments and obligations to develop input for the operating budget(s) and project carry-over dollars by program and appropriation. (CDRL A015)

3.2.4.24 The Contractor shall support the preparation, for review by Government officials, justification and impact statements supporting the funding requirements for submission to respective sponsors and Program Managers for use in higher-level reviews. (CDRL A009)

3.2.4.25 The Contractor shall analyze and recommend options for use and rate of expenditures of authorized funds. (CDRL A009)

a. The Contractor shall follow-up on outstanding procurement actions to ensure obligation and resolution of problem areas.

b. The Contractor shall analyze and provide recommendation on expenditure obligation, accrual and receipt acceptance with respect to planned carry-over target and operating budget execution. (CDRL A009)

3.2.4.26 The Contractor shall provide support for the creation and execution of NSWC PHD SEATASKs (Task Plan Sheets) and Task Plans.

a. The Contractor shall monitor the funding status of many different appropriation types related to the SEATASKs (Task Plan Sheets) and Task Plans.

b. The Contractor shall evaluate program accomplishments in relationship to cost variances and update and edit justification and impact statements justifying funding and manpower requirements for submission to higher management. (CDRL A009)

3.2.4.27 The Contractor shall receive and track new and modified funding documents.

3.2.4.28 The Contractor shall set up and track Network Activities annually for NSWC PHD branches, divisions and project offices.

3.2.4.29 The Contractor shall track, analyze and provide recommendations relating to expenditures to determine shortfalls or surpluses. (CDRL A009)

3.2.4.30 The Contractor shall implement funding procedures to ensure manpower and budget forecasts, estimates and submissions conform to requirements, guidelines and overall objectives of the programs.

a. The Contractor shall analyze and develop recommendations for improvement in program operations and objectives based on a range of program management policies, concepts, practices, and principles as referenced by issued TI(s). (CDRL A009)

3.2.4.31 The Contractor shall prepare Branch Financial Reports based on special branch requirements. (CDRL A011)

3.2.4.32 The Contractor shall prepare Special Financial Reports based on special requirements. (CDRL A014)

3.2.4.33 The Contractor shall develop and provide briefings with supporting materials covering financial and data collection processes. (CDRL A010)

a. The Contractor shall assist in the development of NSWC PHD SOPs and training materials.

3.2.4.34 The Contractor shall support additional hour tasking for specific events at random times during the period of performance. Government will provide advance notice as appropriate.

3.2.5 Technical Library Support Services

Scope. The Contractor shall operate the Technical Library spaces located at NSWC PHD, which are the repository for SECRET, CONFIDENTIAL, and Unclassified but technically sensitive media in hard copy, electromagnetic and optical formats, including paper publications, microfiche cards, magnetic discs, optical discs and disc drives. The Contractor shall maintain these documents and materials allowing access for reference while conforming to security requirements for protection, cataloguing and inventorying. Receipt, storage, lending, transfer and destruction of all material must be in accordance with Command policy and security requirements.

3.2.5.1 The Contractor shall generate and update an electronic document content index for NSWC PHD Document Control Center's using Government databases. The Contractor shall maintain the electronic inventory of current Unclassified through SECRET documentation within the technical library.

3.2.5.2 The Contractor shall request, receive, inventory, issue, and dispose of combat system documentation not already located in the technical library needed for research and information by NSWC PHD personnel.

3.2.5.3 The Contractor shall, using the existing database application, input changes, location and most recent revision date for document tracking within the technical library. Update present documentation with change packages and maintain a document access control log, desk top turn over folders, and SOP document. Maintain, update and publish according to any and all changes. (CDRL A006)

3.2.5.4 The Contractor shall pick-up, control, distribute, and maintain registers of received documents and maintain custodial control of documents and microfiche cards by maintaining an electronic document access control log and tickler file for documents removed from the technical library area.

3.2.5.5 The Contractor shall compile, organize, and assist in the processing of forms for reproduction of documents ordered through Government printing.

3.2.5.6 The Contractor shall perform courier services necessary for receipt and shipment of classified documentation and media via the NSWC PHD mail room.

3.2.5.7 The Contractor shall operate the technical library between the hours of 0700 and 1600, Monday through Friday on normal Government work days. The technical library must be staffed during these hours except for lunch times, brief breaks, and time required to carry out technical library related functions outside the library itself, during which times the technical library shall be properly secured with appropriate signage posted to indicate when it will be reopened. Daily work hours may be adjusted with concurrence from the Contracting Officer's Representative (COR) or the technical requirements lead (TRL).

4.1 Security and Safety

4.1.1 The contractor shall meet all requirements set forth in the DD Form 254 Contract Security Specification, attached here as Attachment J-2.

4.1.2 The Computer Security Act of 1987, Federal Information Security Management Act (FISMA) of 2002 and the DoD Instruction 8500.01, "Cybersecurity," mandate that all DoD civilian, military and contractor employees with access to government information technology systems must complete annual IA Awareness training.

4.1.3 Contractor Fitness and Trustworthiness: In accordance with SECNAV M-5510.30, the Navy Personnel Security Program Manual (Chapter 6, Section 6-6, Paragraphs 2b and 2c), Executive Order 13467 of June 30, 2008, as well as Homeland Security Presidential Directive 12 (HSPD-12) and United States Office of Personnel Management Memorandum, Final Credentialing Standards for Issuing Personal Identify Verification Cards under HSPD-12 dated 31 July 2008, the contractor shall:

a. Ensure that all individuals performing work on behalf of the government have a current, favorably adjudicated background investigation of the appropriate type to determine fitness

b. Perform sensitive national security duties, or have access to classified information. A background investigation equivalent to the current Tier requirement and which is still in scope is acceptable. Contractor employees who require access to classified information will be processed under the terms of the National Industrial Security Program (NISP) in alignment with the work requirements of the contract and security requirements on the applicable DD Form 254. Contractor employees who do not require access to classified information in performance of this contract but are assigned to sensitive national security duties, require access to sensitive information, or those that for other reasons require a fitness or trustworthiness determination shall be processed for the appropriate background investigation through the Naval Surface Warfare Center Port Hueneme Division (NSWC PHD) Personnel Security

Office for a Non-NISP investigation. Point of contact is the Personnel Security Specialist, (805) 228-7196. NSWC PHD Command Security Manager (CSM) shall be made aware of any contractor personnel who have an investigation with an action pending, eligibility has been administratively withdrawn or pending, withdrawal of interim clearance eligibility, eligibility of no determination made, or final denial or revocation of security clearance eligibility.

4.1.4 The contractor shall prepare a monthly personnel roster of individuals performing work on behalf of the government. The reporting period shall be within 7 calendar days after effective date of order. Subsequent reports shall be submitted monthly thereafter, not later than the 10th day of the reporting month (CDRL A003)

4.1.5 Emergency Operations. In the event normal access to any part of the NSWC PHD command or any Government-owned remote site or travel destination is closed as a result of fire, flood, severe weather, power failure, loss of other utilities, force protection posture, terrorist activity, military action, natural or man-made disaster, civil unrest, or other emergency resulting in Government personnel being dismissed or dispersed to other facilities, affected contractor personnel shall be relocated or otherwise directed away from the emergency or disrupted area by the contractor. The contractor shall:

a. Communicate with the COR as soon as is safely possible to determine whether and when Government facilities may be once again available for use by appropriate contractor personnel. If the COR cannot be reached, the contractor shall contact the Contracting Officer; and

b. in the event of large-scale or widespread emergencies, or emergencies confined to highly populated areas, either in the United States or overseas, the Government may, at its discretion, request an Emergency Muster Report for contractor personnel

c. In the event a muster report is requested, the contractor will, within one working day of receiving the request, report to the COR or other point of contact designated by the COR the names, geographical locations, and physical status of the contractor personnel assigned to this procurement. Physical condition shall be described as "Mustered – unharmed," "Mustered – injured," "Missing," "Deceased," or "Unknown" as applicable to the situation. Follow-on update reports may be requested as the emergency develops (CDRL A004).

d. Privacy Act Statement: The information gathered shall be used exclusively by the Government in accordance with the Privacy Act regulations. Provision of this information by the contractor and by contractor personnel is voluntary and declining a muster shall, by itself, not be considered relevant to the performance of this requirement.

e. Cooperation with emergency personnel in rescue and recovery efforts.

4.1.6 Extraordinary Leave Days and Excused Leave for Government Personnel. If an extraordinary day off, wherein Federal employees are excused from work with pay on what would be a normal work day without charge to leave, is granted to Federal employees by the direction of the President or an agency head, such as has occurred periodically on what would have been normal work days adjacent to major Federal holidays or on the occasion of Presidential funerals or national days of mourning, the contractor shall continue to provide contracted services in accordance with the requirement.

4.1.7 Access to DOD and DoN IT Systems. Individuals who require IT-I level access to sensitive DOD and DoN IT systems require a favorably adjudicated Tier five investigation, and individuals who require IT-II level access to such systems require a favorably adjudicated Tier three investigation. All access to DoN IT systems is, at minimum, IT-II.

CLAUSES INCORPORATED BY FULL TEXT

C-202-H001 ADDITIONAL DEFINITIONS–BASIC (NAVSEA) (OCT 2018)

(a) Department - means the Department of the Navy.

(b) Commander, Naval Sea Systems Command - means the Commander of the Naval Sea Systems Command of the Department of the Navy or his duly appointed successor.

(c) References to The Federal Acquisition Regulation (FAR) - All references to the FAR in this contract shall be

deemed to also reference the appropriate sections of the Defense FAR Supplement (DFARS), unless clearly indicated otherwise.

(d) National Stock Numbers - Whenever the term Federal Item Identification Number and its acronym FIIN or the term Federal Stock Number and its acronym FSN appear in the contract, order or their cited specifications and standards, the terms and acronyms shall be interpreted as National Item Identification Number (NIIN) and National Stock Number (NSN) respectively which shall be defined as follows:

(1) National Item Identification Number (NIIN). The number assigned to each approved Item Identification under the Federal Cataloging Program. It consists of nine numeric characters, the first two of which are the National Codification Bureau (NCB) Code. The remaining positions consist of a seven digit non-significant number.

(2) National Stock Number (NSN). The National Stock Number (NSN) for an item of supply consists of the applicable four-position Federal Supply Class (FSC) plus the applicable nine-position NIIN assigned to the item of supply.

(End of text)

C-204-H001 USE OF NAVY SUPPORT CONTRACTORS FOR OFFICIAL CONTRACT FILES (NAVSEA) (OCT 2018)

(a) NAVSEA may use a file room management support contractor, hereinafter referred to as "the support contractor", to manage its file room, in which all official contract files, including the official file supporting this procurement, are retained. These official files may contain information that is considered a trade secret, proprietary, business sensitive or otherwise protected pursuant to law or regulation, hereinafter referred to as "protected information". File room management services consist of any of the following: secretarial or clerical support; data entry; document reproduction, scanning, imaging, or destruction; operation, management, or maintenance of paper-based or electronic mail rooms, file rooms, or libraries; and supervision in connection with functions listed herein.

(b) The cognizant Contracting Officer will ensure that any NAVSEA contract under which these file room management services are acquired will contain a requirement that:

(1) The support contractor not disclose any information;

(2) Individual employees are to be instructed by the support contractor regarding the sensitivity of the official contract files;

(3) The support contractor performing these services be barred from providing any other supplies and/or services, or competing to do so, to NAVSEA for the period of performance of its contract and for an additional three years thereafter unless otherwise provided by law or regulation; and,

(4) In addition to any other rights the contractor may have, it is a third party beneficiary who has the right of direct action against the support contractor, or any person to whom the support contractor has released or disclosed protected information, for the unauthorized duplication, release, or disclosure of such protected information.

(c) Execution of this contract by the contractor is considered consent to NAVSEA's permitting access to any information, irrespective of restrictive markings or the nature of the information submitted, by its file room management support contractor for the limited purpose of executing its file room support contract responsibilities.

(d) NAVSEA may, without further notice, enter into contracts with other contractors for these services. Contractors should enter into separate non-disclosure agreements with the file room contractor. Contact the Procuring Contracting Officer for contractor specifics. However, any such agreement will not be considered a prerequisite before information submitted is stored in the file room or otherwise encumber the government.

(End of text)

C-211-H017 UPDATING SPECIFICATIONS AND STANDARDS (NAVSEA) (DEC 2018)

The contractor may request that this contract be updated to include the current version of the applicable specification or standard if the update does not affect the form, fit or function of any deliverable item or increase the cost/price of the item to the Government. The contractor should submit update requests to the Procuring Contracting Officer with copies to the Administrative Contracting Officer and cognizant program office representative for approval. The contractor shall perform the contract in accordance with the existing specifications and standards until notified of approval/disapproval of its request to update by the Procuring Contracting Officer. Any approved alternate specifications or standards will be incorporated into the contract.

(End of text)

C-211-H018 APPROVAL BY THE GOVERNMENT (NAVSEA) (JAN 2019)

Approval by the Government as required under this contract and applicable specifications shall not relieve the Contractor of its obligation to comply with the specifications and with all other requirements of the contract, nor shall it impose upon the Government any liability it would not have had in the absence of such approval.

(End of text)

C-215-H002 CONTRACTOR PROPOSAL (NAVSEA) (OCT 2018)

(a) Performance of this contract by the Contractor shall be conducted and performed in accordance with the detailed obligations to which the Contractor committed itself in Proposal dated 12 May 2020 in response to Solicitation No. N6339420R3001.

(b) The technical volume(s) of the Contractor's proposal is(are) hereby incorporated by reference and made subject to the "Order of Precedence" (FAR 52.215-8) clause of this contract. Under the "Order of Precedence" clause, the technical volume(s) of the Contractor's proposal referenced herein is (are) hereby designated as item (f) of the clause, following "the specifications" in the order of precedence.

(End of text)

C-223-W002 ON-SITE SAFETY REQUIREMENTS (NAVSEA) (OCT 2018)

(a) The contractor shall ensure that each contractor employee reads any necessary safety documents within 30 days of commencing performance at any Government facility. Required safety documents can be obtained from the respective safety office. Contractors shall notify the Safety office points of contact below to report completion of the required training via email. The email shall include the contractor employee's name, work site, and contract number.

(b) It is expected that contractor employees will have received training from their employer on hazards associated with the areas in which they will be working and know what to do in order to protect themselves. Contractors are required to adhere to the requirements of 29 CFR 1910, 29 CFR 1926 and applicable state and local requirements while in Government spaces. The contractor shall ensure that all on-site contractor work at the Government facility is in accordance with any local safety instructions as provided via the COR. The contractor shall report all work-related injuries/illnesses that occurred while working at the Government site to the COR.

(c) Contractors whose employees perform work within Government spaces in excess of 1000 hours per calendar quarter during a calendar year shall submit the data elements on OSHA Form 300A, Summary of Work Related Injuries and Illnesses, for those employees to the safety office, via the COR by 15 January for the previous calendar year, even if no work related injuries or illnesses occurred. If a contractor's injury/illness rates are above the Bureau of Labor Statistics industry standards, a safety assessment may be performed by the Safety Office to determine if any administrative or engineering controls can be utilized to prevent further injuries/illnesses, or if any additional Personal Protective Equipment or training will be required.

(d) Any contractor employee exhibiting unsafe behavior may be removed from the Government site. Such removal shall not relieve the contractor from meeting its contractual obligations and shall not be considered an excusable delay as defined in FAR 52.249-14.

(e) The Safety Office points of contacts are as follows: Contact the COR for this information.

(End of text)

C-227-H006 DATA REQUIREMENTS (NAVSEA) (OCT 2018)

The data to be furnished hereunder shall be prepared in accordance with the Contract Data Requirements List, DD Form 1423, Exhibit(s) 1, attached hereto.

(End of Text)

C-227-H008 GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM (NAVSEA) (DEC 2018)

(a) The contractor shall actively participate in the Government Industry Data Exchange Program in accordance with the GIDEP Operations Manual, S0300-BT-PRO-010. The contractor shall submit information concerning critical or major nonconformances, as defined in FAR 46.407/DFARS 246.407, to the GIDEP information system.

(b) The contractor shall insert paragraph (a) of this clause in any subcontract when deemed necessary. When so inserted, the word "contractor" shall be changed to "subcontractor."

(c) The contractor shall, when it elects not to insert paragraph (a) in a subcontract, provide the subcontractor any GIDEP data which may be pertinent to items of its manufacture and verify that the subcontractor utilizes any such data.

(d) The contractor shall, whether it elects to insert paragraph (a) in a subcontract or not, verify that the subcontractor utilizes and provides feedback on any GIDEP data that may be pertinent to items of its manufacture."

(e) GIDEP materials, software and information are available without charge from:

GIDEP Operations Center

P.O. Box 8000

Corona, CA 92878-8000

Phone: (951) 898-3207

FAX: (951) 898-3250

Internet: <http://www.gidep.org>

(End of text)

C-227-H009 ACCESS TO DATA OR COMPUTER SOFTWARE WITH RESTRICTIVE MARKINGS (NAVSEA) (JAN 2019)

(a) Performance under this contract may require that the Contractor have access to technical data, computer software, or other sensitive data of another party that contains restrictive markings. If access to such data or software is required or to be provided, the Contractor shall enter into a written agreement with such party prior to gaining access to such data or software. The agreement shall address, at a minimum, (1) access to, and use of, the restrictively marked data or software exclusively for the purposes of performance of the work required by this contract, and (2) safeguards to protect such data or software from unauthorized use or disclosure for so long as the data or software remains properly restrictively marked. In addition, the agreement shall not impose any limitation upon the Government or its employees with respect to such data or software. A copy of the executed agreement shall be provided to the Contracting Officer. The Government may unilaterally modify the contract to list those third parties with which the Contractor has agreement(s).

(b) The Contractor agrees to: (1) indoctrinate its personnel who will have access to the data or software as to the restrictions under which access is granted; (2) not disclose the data or software to another party or other Contractor personnel except as authorized by the Contracting Officer; (3) not engage in any other action, venture, or employment wherein this information will be used, other than under this contract, in any manner inconsistent with this requirement; (4) not disclose the data or software to any other party, including, but not limited to, joint venturer, affiliate, successor, or assign of the Contractor; and (5) reproduce the restrictive stamp, marking, or legend on each use of the data or software whether in whole or in part.

(c) These restrictions on use and disclosure of the data and software also apply to information received from the Government through any means to which the Contractor has access in the performance of this contract that contains restrictive markings.

(d) The Contractor agrees that it will promptly notify the Contracting Officer of any attempt to gain access to any information with restrictive markings. Such notification shall include the name and organization of the individual, company, or Government representative seeking access to such information.

(e) The Contractor shall include this requirement in subcontracts of any tier which involve access to information covered by paragraph (a), substituting "subcontractor" for "Contractor" where appropriate.

(f) Compliance with this requirement is a material requirement of this contract.

(End of text)

C-227-H010 COMPUTER SOFTWARE AND COMPUTER DATA BASES DELIVERED TO OR RECEIVED FROM THE GOVERNMENT (NAVSEA) (JAN 2019)

(a) The Contractor agrees to test for viruses, malware, Trojan Horses, and other security threats such as those listed in NIST Special Publication 800-12 Rev 1, An Introduction to Computer Security, The NIST Handbook, Chapter 4, in all computer software and computer data bases (as defined in the clause entitled "Rights In Noncommercial Computer Software and Noncommercial Computer Software Documentation" (DFARS 252.227-7014)), before delivery of that computer software or computer data base in whatever media and on whatever system the computer software or data base is delivered whether delivered separately or imbedded within delivered equipment. The Contractor warrants that when delivered any such computer software and computer data base shall be free of viruses, malware, Trojan Horses, and other security threats such as those listed in NIST Special Publication 800-12 Rev 1.

(b) The Contractor agrees that prior to use under this contract, it shall test any computer software and computer data base received from the Government for viruses, malware, Trojan Horses, and other security threats listed in NIST Special Publication 800-12 Rev 1, An Introduction to Computer Security, The NIST Handbook, Chapter 4.

(c) Any license agreement governing the use of any computer software or computer software documentation delivered to the Government as a result of this contract must be paid-up, irrevocable, world-wide, royalty-free, perpetual and flexible (user licenses transferable among Government employees and personnel under Government contract).

(d) The Contractor shall not include or permit to be included any routine to enable the contractor or its subcontractor(s) or vendor(s) to disable the computer software or computer data base after delivery to the Government.

(e) No copy protection devices or systems shall be used in any computer software or computer data base delivered under this contract with unlimited or Government purpose rights (as defined in DFARS 252.227-7013 and 252.227-7014) to restrict or limit the Government from making copies.

(f) It is agreed that, to the extent that any technical or other data is computer software by virtue of its delivery in digital form, the Government shall be licensed to use that digital-form data with exactly the same rights and limitations as if the data had been delivered as hard copy.

(g) Any limited rights legends or other allowed legends placed by a Contractor on technical data or other data delivered in digital form shall be digitally included on the same media as the digital-form data and must be associated with the corresponding digital-form technical data to which the legend(s) apply to the extent possible. Such legends shall also be placed in human-readable form on a visible surface of the media carrying the digital-form

data as delivered, to the extent possible.

(End of text)

C-237-H001 ENTERPRISE-WIDE CONTRACTOR MANPOWER REPORTING APPLICATION (NAVSEA) (NOV 2020)

*** Enterprise-wide Contractor Manpower Reporting Application (ECMRA) was decommissioned on 19 June 2020. Data collection functionality has been transitioned to the Service Contract Report (SCR) in the System for Award Management (SAM). The hyperlinks below have been updated to reflect this transition.***

(a) The contractor shall report contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Naval Surface Warfare Center Port Hueneme Division via a secure data collection site. Contracted services excluded from reporting are based on Product Service Codes (PSCs). The excluded PSCs are:

(1) W, Lease/Rental of Equipment;

(2) X, Lease/Rental of Facilities;

(3) Y, Construction of Structures and Facilities;

(4) D, Automatic Data Processing and Telecommunications, IT and Telecom- Telecommunications Transmission (D304) and Internet (D322) ONLY

(5) S, Utilities ONLY;

(6) V, Freight and Shipping ONLY.

(b) The contractor is required to completely fill in all required data fields using the following web address <https://sam.gov/SAM/>.

(c) Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year.

Contractors may direct questions to the help desk, linked at <https://sam.gov/SAM/>.

(End of text)

C-237-H002 SUBSTITUTION OF KEY PERSONNEL (NAVSEA) (OCT 2018)

(a) The Contractor agrees that a partial basis for award of this contract is the list of key personnel proposed. Accordingly, the Contractor agrees to assign to this contract those key persons whose resumes were submitted with the proposal necessary to fulfill the requirements of the contract. No substitution shall be made without prior notification to and concurrence of the Contracting Officer in accordance with this requirement. Substitution shall include, but not be limited to, subdividing hours of any key personnel and assigning or allocating those hours to another individual not approved as key personnel.

(b) All proposed substitutes shall have qualifications equal to or higher than the qualifications of the person to be replaced. The Contracting Officer shall be notified in writing of any proposed substitution at least forty-five (45) days, or ninety (90) days if a security clearance is to be obtained, in advance of the proposed substitution. Such notification shall include: (1) an explanation of the circumstances necessitating the substitution; (2) a complete resume of the proposed substitute; (3) an explanation as to why the proposed substitute is considered to have equal or better qualifications than the person being replaced; (4) payroll record of the proposed replacement; and (5) any other information requested by the Contracting Officer to enable him/her to judge whether or not the Contractor is maintaining the same high quality of personnel that provided the partial basis for award.

(c) Key personnel are identified in an attachment in Section JS-10.

(End of Text)

C-237-W001 ELECTRONIC COST REPORTING AND FINANCIAL TRACKING (eCRAFT) SYSTEM REPORTING (NAVSEA) (MAY 2019)

(a) The Contractor agrees to upload the Contractor's Funds and Man-hour Expenditure Reports in the Electronic Cost Reporting and Financial Tracking (eCRAFT) System and submit the Contractor's Performance Report on the day and for the same timeframe the contractor submits an invoice into the Wide Area Workflow (WAWF) module on the Procurement Integrated Enterprise Environment (PIEE) system. Compliance with this requirement is a material requirement of this contract. Failure to comply with this requirement may result in contract termination.

(b) The Contract Status Report indicates the progress of work and the status of the program and of all assigned tasks. It informs the Government of existing or potential problem areas.

(c) The Contractor's Fund and Man-hour Expenditure Report reports contractor expenditures for labor, materials, travel, subcontractor usage, and other contract charges.

(1) Access: eCRAFT: Reports are uploaded through the eCRAFT System Periodic Report Utility (EPRU). The EPRU spreadsheet and user manual can be obtained at: <http://www.navsea.navy.mil/Home/Warfare-Centers/NUWC-Newport/Partnerships/Commercial-Contracts/Information-eCraft/> under eCRAFT information. The link for eCRAFT report submission is: https://www.pdrep.csd.disa.mil/pdrep_files/other/ecraft.htm. If you have problems uploading reports, please see the Frequently Asked Questions at the site address above.

(2) Submission and Acceptance/Rejection: The contractor shall submit their reports on the same day and for the same timeframe the contractor submits an invoice in WAWF. The amounts shall be the same. eCRAFT acceptance/rejection will be indicated by e-mail notification from eCRAFT.

(End of text)

C-242-H001 EXPEDITING CONTRACT CLOSEOUT (NAVSEA) (OCT 2018)

(a) As part of the negotiated fixed price or total estimated amount of this contract, both the Government and the Contractor have agreed to waive any entitlement that otherwise might accrue to either party in any residual dollar amount of \$1,000 or less at the time of final contract closeout. The term "residual dollar amount" shall include all money that would otherwise be owed to either party at the end of the contract, except that, amounts connected in any way with taxation, allegations of fraud and/or antitrust violations shall be excluded. For purposes of determining residual dollar amounts, offsets of money owed by one party against money that would otherwise be paid by that party may be considered to the extent permitted by law.

(b) This agreement to waive entitlement to residual dollar amounts has been considered by both parties. It is agreed that the administrative costs for either party associated with collecting such small dollar amounts could exceed the amount to be recovered.

(End of text)

C-242-H002 POST AWARD MEETNG (NAVSEA) (OCT 2018)

(a) A post-award meeting with the successful offeror will be conducted within 60 days after award of the task order. The meeting will be held at the address below:

Location/Address: Naval Surface Warfare Center Port Hueneme Division, 4363 Missile Way, Port Hueneme, CA 93043, or via teleconference.

(b) The contractor will be given 10 working days notice prior to the date of the meeting by the Contracting Officer.

(c) The requirement for a post-award meeting shall in no event constitute grounds for excusable delay by the contractor in performance of any provisions in the task order.

(d) The post-award meeting will include, but is not limited to, the establishment of work level points of contact, determining the administration strategy, roles and responsibilities, and ensure prompt payment and close out. Specific topics shall be mutually agreed to prior to the meeting.

(End of text)

C-242-H003 TECHNICAL INSTRUCTIONS (NAVSEA) (OCT 2018)

(a) Performance of the work hereunder may be subject to written technical instructions signed by the Contracting Officer and the Contracting Officer's Representative specified in Section G of this contract. As used herein, technical instructions are defined to include the following:

(1) Directions to the Contractor which suggest pursuit of certain lines of inquiry, shift work emphasis, fill in details or otherwise serve to accomplish the contractual statement of work.

(2) Guidelines to the Contractor which assist in the interpretation of drawings, specifications or technical portions of work description.

(b) Technical instructions must be within the general scope of work stated in the contract. Technical instructions may not be used to: (1) assign additional work under the contract; (2) direct a change as defined in the "CHANGES" clause of this contract; (3) increase or decrease the contract price or estimated contract amount (including fee), as applicable, the level of effort, or the time required for contract performance; or (4) change any of the terms, conditions or specifications of the contract.

(c) If, in the opinion of the Contractor, any technical instruction calls for effort outside the scope of the contract or is inconsistent with this requirement, the Contractor shall notify the Contracting Officer in writing within ten (10) working days after the receipt of any such instruction. The Contractor shall not proceed with the work affected by the technical instruction unless and until the Contractor is notified by the Contracting Officer that the technical instruction is within the scope of this contract.

(d) Nothing in the foregoing paragraph shall be construed to excuse the Contractor from performing that portion of the contractual work statement which is not affected by the disputed technical instruction.

(End of text)

C-244-H002 SUBCONTRACTORS/CONSULTANTS (NAVSEA) (OCT 2018)

Notwithstanding FAR 52.244-2(d) and in addition to the information required by FAR 52.244-2(e) of the contract, the contractor shall include the following information in requests to add subcontractors or consultants during performance, regardless of subcontract type or pricing arrangement:

(1) Impact on subcontracting goals,

(2) Impact on providing support at the contracted value,

(3) IF SEAPORT TASK ORDER - The results of negotiations to incorporate fee rate caps no higher than the lower of (i) SeaPort-NxG fee rate caps for the prime contractor, or in the case where the proposed subcontractor is also a SeaPort-NxG prime, (ii) fee rate caps that are no higher than the subcontractor's prime SeaPort-NxG contract.

(End of Text)

C-245-H005 INFORMATION AND DATA FURNISHED BY THE GOVERNMENT--ALTERNATE I (NAVSEA) (MAY 2019)

(a) Contract Specifications, Drawings and Data. The Government will furnish, if not included as an attachment to the contract, any unique contract specifications or other design or alteration data cited or referenced in Section C.

(b) Government Furnished Information (GFI). GFI is defined as that information essential for the installation, test, operation, and interface support of all Government Furnished Material identified in an attachment in Section J. The Government shall furnish only the GFI identified in an attachment in Section J. The GFI furnished to the contractor need not be in any particular format. Further, the Government reserves the right to revise the listing of GFI as follows:

(1) The Contracting Officer may at any time by written order:

(i) delete, supersede, or revise, in whole or in part, data identified in an attachment in Section J; or

(ii) add items of data or information to the attachment identified in Section J; or

(iii) establish or revise due dates for items of data or information in the attachment identified in Section J.

(2) If any action taken by the Contracting Officer pursuant to subparagraph (1) immediately above causes an increase or decrease in the costs of, or the time required for, performance of any part of the work under this contract, the contractor may be entitled to an equitable adjustment in the contract amount and delivery schedule in accordance with the procedures provided for in the "CHANGES" clause of this contract.

(c) Except for the Government information and data specified by paragraphs (a) and (b) above, the Government will not be obligated to furnish the Contractor any specification, standard, drawing, technical documentation, or other publication, notwithstanding anything to the contrary in the contract specifications, the GFI identified in an attachment in Section J, the clause of this contract entitled "Government Property" (FAR 52.245-1) or "Government Property Installation Operation Services" (FAR 52.245-2), as applicable, or any other term or condition of this contract. Such referenced documentation may be obtained:

(1) From the ASSIST database via the internet at <https://assist.dla.mil/online/start/>; or

(2) By submitting a request to the Department of Defense Single Stock Point (DoDSSP)

Building 4, Section D

700 Robbins Avenue

Philadelphia, Pennsylvania 19111-5094

Telephone (215) 697-6396

Facsimile (215) 697-9398

Commercial specifications and standards, which may be referenced in the contract specification or any sub-tier specification or standard, are not available from Government sources and should be obtained from the publishers.

(End of Text)